

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA December 3, 2024

Nancy Crawford, Chair
Trustee Ward 12

Maria Rizzo
Trustee Ward 5

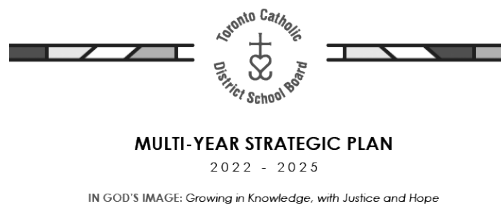
Garry Tanuan, Vice Chair
Trustee Ward 8

Markus de Domenico
Ex-Officio

Angela Kennedy
Trustee Ward 11

Kevin Morrison
Ex-Officio

Ida Li Preti
Trustee Ward 3



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298
Assistant Recording Secretary: Sapphire Adaikpoh, 416-222-8282 Ext. 2295

Dr. Brendan Browne
Director of Education

Markus de Domenico
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

A. Ensuring that governance structures, policies, protocols, processes and performance metrics:

- i). advance the vision of the TCDSB, rooted in Catholic values and teachings.
- ii). support the achievement of our Multi-Year Plan.
- iii). conform to best practices.
- iv). provide strategic cohesion and consistency.
- v). comply with the Education Act and other pertinent legislation.

B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.

C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.

D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.

E. Ensuring ongoing governance reviews of the Board.

F. Ensuring that the TCDSB By-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

Land Acknowledgement

The land we walk on belongs to the Creator. Earth does not belong to humanity but rather, humanity is part of the Earth. The land was created to be enjoyed by all living beings, a principle reflected in The Dish with One Spoon covenant. Taking only what we need to preserve our earth for future generations, leaving some for others as a sign of our respect and caring, and keeping it clean by revitalizing the land to sustain generations to come.

All Toronto Catholic District School Board properties are situated on the traditional territories of the Anishinabek, the Haudenosaunee Confederacy, and the Wendat peoples. We recognize that the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation. We also listen to the echoes of their prayers to the Creator, and respect the beauty of Mother Earth while striving to learn and draw wisdom from First Nations, Inuit and Métis traditions.

La reconnaissance des territoires

Les terres sur lesquelles nous marchons appartiennent au Créateur. La Terre n'appartient pas à l'humanité mais c'est plutôt l'humanité qui fait partie de la Terre. Les terres ont été créées pour que chaque être vivant puisse en profiter. Ce principe se reflète dans l'accord du « bol à une seule cuillère » qui vise à prendre seulement ce dont nous avons besoin afin de préserver notre terre pour les générations futures, en laisser suffisamment aux autres en guise de respect et de bienveillance, tout en la maintenant propre par sa revitalisation, en vue des générations à venir.

L'ensemble des propriétés du Toronto Catholic District School Board se situent sur les terres traditionnelles des peuples Anishinabés, de la Confédération de Haudenosaunis, et des peuples Wendats. Nous reconnaissons que le territoire ciblé dans le Traité 13 appartient à la Première Nation des Mississaugas de Credit. Nous écoutons également les échos de leurs prières envers le Créateur et le respect de la beauté de notre Terre nourricière, tout en nous efforçant d'apprendre et de nous référer à la sagesse issue des traditions des Premières Nations, Inuit et Métis.

OUR MISSION

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

OUR VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.



AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION
Nancy Crawford, Chair
Garry Tanuan, Vice Chair

Tuesday, December 3, 2024
7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Land Acknowledgement
4. Singing O' Canada
5. Roll Call and Apologies
6. Approval of the Agenda
7. Declarations of Interest
8. Approval and Signing of the Minutes of the Meeting held November 6, 2024 1 - 9
9. Delegations
10. Member Statements

11. Presentation	
12. Notices of Motion	
13. Unfinished Business	
14. Matters referred or deferred	
15. Staff Reports	
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15.d Workplace Violence Policy	47 - 58
15.e Respectful Workplace Policy	59 - 85
16. Listing of Communications	
17. Inquiries	
18. Updating of Pending List	
18.a Monthly Pending List	86 - 93
18.b Annual Policy Priority Schedule	94 - 99
19. Closing Prayer	
20. Adjournment	

OUR MISSION

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**MINUTES OF THE REGULAR MEETING OF THE
GOVERNANCE AND POLICY COMMITTEE
PUBLIC SESSION**

HELD WEDNESDAY, NOVEMBER 6, 2024

PRESENT:

Trustees:

M. Rizzo, Chair
G. Tanuan, Vice Chair
N. Crawford
A. Kennedy
I. Li Preti – Virtual
K. Morrison - Virtual

Staff:

A. Ceddia
D. Luk
C. Onyia
S. Vlahos

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

External:

M. Cowan, Integrity Commissioner, Aird & Berlis LLP (For Item 13a)

4. Roll Call and Apologies

Trustee de Domenico was absent.

5. Approval of the Agenda

MOVED by Trustee Tanuan, seconded by Trustee Crawford, that the Agenda be approved.

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that the Minutes of the Meeting held October 1, 2024 be approved.

The Motion was declared

CARRIED

Trustee Morrison joined the virtual room at 7:17 pm.

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that the Agenda be reopened.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Item 13a) Trustee Code of Conduct and Trustee Honorarium be reordered prior to Item 12a) Scheduling of Monthly Meetings Requiring All Trustees.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan left the horseshoe at 7:50 pm and returned at 8:11 pm.

Trustee Rizzo relinquished the Chair to Trustee Tanuan.

13. Staff Reports

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Item 13a) be adopted as follows:

- 13a) Trustee Code of Conduct and Trustee Honorarium** that the Eligible Complainant Protocol be referred to Staff for review in order to determine a process that will allow the Board to deal with it.

Trustee Crawford left the horseshoe at 8:32 pm and returned at 8:41 pm.

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that the Governance and Policy Committee (GAP) recommend to Board approval of the revisions to the Trustee Code of Conduct (Appendix A tracked and Appendix B clean), Complaint Protocol (Appendix C tracked and Appendix D clean), Commentary on Trustee Code of Conduct (Appendix E Tracked and Appendix F) and Honorarium Policy (Appendix H Tracked and Appendix I clean), subject to the following further changes:

- No “Voting Requirement” provision be included in the Code of Conduct for the reasons set out above; and
- Guide to Trustee Code of Conduct (Appendix G) be rescinded

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Kennedy
Li Preti
Morrison

Opposed

Rizzo
Tanuan

The Motion was declared

CARRIED

Results of the Vote taken on the Referral, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Morrison
Rizzo
Tanuan

The Referral Motion was declared

CARRIED

Trustee Rizzo reassumed the Chair.

12. Matters Referred or Deferred

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Item 12a) be adopted as follows:

12a) Scheduling of Monthly Meetings Requiring All Trustees (Refer Item 13b) received.

The Chair ruled the Motion out of order.

13. Staff Reports

MOVED by Trustee Li Preti, seconded by Trustee Kennedy, that Item 13b) be adopted as follows:

- 13b) **2025 Annual Calendar of Board and Committee Meetings** that the Governance and Policy Committee recommend to the Board that the status quo for the Annual Calendar of Meetings be maintained as it already allows for the flexibility to adjust meeting dates as needed.

MOVED in AMENDMENT by Trustee Tanuan that “adjust” be replaced with “reduce”.

There was no seconder.

The Chair ruled the AMENDMENT out of order.

Trustee Morrison left the meeting at 9:35 pm.

Results of the Vote taken, as follows:

In Favour

Trustees Kennedy
Li Preti
Rizzo
Tanuan

Opposed

Crawford

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Item 13c) be adopted as follows:

- 13c) COVID-19 Immunization Disclosure** that the Governance and Policy Committee recommend to Board that the COVID-19 Immunization Disclosure Policy (Appendix A of the report) be rescinded.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Items 16a) and 16b) be adopted as follows:

- 16a) Monthly Pending List** received; and

- 16b) Annual Policy Priority Schedule** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

CONCUSSION POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 13, 2024

Meeting Date

December 3, 2024

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

Lori DiMarco, Superintendent of Curriculum Leadership and Innovation; and Academic Information and Communications Technology

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Concussion Policy, formerly S.26, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 13 hours.

B. PURPOSE

The proposed updated policy addresses GAP’s direction to review “Student Facing” Curriculum and Program policies.

C. BACKGROUND

1. On March 14, 2014, the Ministry of Education issued Policy/Program Memorandum (PPM) 158 directing school boards to develop a policy on Concussions.
2. On March 7, 2018, Rowan’s Law (Concussion Safety), was enacted, setting out a framework for concussion prevention, detection, and management within amateur competitive sport.
3. As a result of Rowan’s Law, the Ministry of Education revised PPM 158 that required school boards to update Concussion policies.
4. The Concussion Policy was last reviewed in January 2019.
5. On October 1, 2024, GAP approved the review of the Concussion Policy as part of the “Student Facing” Curriculum and Program Policies to be reviewed in the 2024-2025 school year.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language, reflect updated Ontario Physical and Health Education Association language, and formatted into the new policy template.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.

F. STAFF RECOMMENDATION

1. Staff recommend that the proposed Concussion Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.

APPENDIX A



POLICY SECTION: **SCHOOLS** Schools, Students and Learning
SUB-SECTION: **HEALTH**
POLICY NAME: **CONCUSSION POLICY**
POLICY NO: **S.26**

Date Approved: November 23, 2014	Date of Next Review: January, 2024 2029	Dates of Amendments: January 21, 2019 December 3 2024
Responsible Department: Physical/Health/Outdoor Education		
Cross References:		
Legislation:		
<ul style="list-style-type: none">• Education Act, S. 217• Occupational Health and Safety Act• Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 - Bill 193		
Ministry of Education Policy/Program Memorandum:		
<ul style="list-style-type: none">• Policy/Program Memorandum No. 158: School Board Policies on Concussion		
TCDSB Policy/Procedure:		
<ul style="list-style-type: none">• S.P.07 Athletic Physical Activities Within the Physical and Health Education Program• S.S.09 Code of Conduct		
Other:		
<ul style="list-style-type: none">• The Ontario Physical and Health Education Association (OPHEA) Safety Guidelines Ontario Physical Activity Safety Standards in Education (OPASSE)• Concussion Web portal• Parachute Canada Pocket Concussion Recognition Tool• Ontario School Board Insurance Exchange		
Appendix Appendix A- The TCDSB Protocols for Concussions		



POLICY SECTION:	SCHOOLS Schools, Students and Learning
SUB-SECTION:	HEALTH
POLICY NAME:	CONCUSSION POLICY
POLICY NO:	S.26

Policy:

Purpose:

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning and working environment that is an example of Catholic community. A concussion can have a significant impact on a student's cognitive and physical abilities. Rowan's Law requires that school boards establish a protocol that describes the Board's **have a** concussion **policy** code of conduct. The TCDSB Protocols for Concussions (attached at Appendix B) will **that** ensures students, parents and staff are informed about the risk of concussions and the steps to be taken, to prevent, detect and manage concussions in schools.

The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe learning and working environment for all of its students and Board employees. As such, the TCDSB is committed to prevent and address concussions that occur at the schools and all Board offices. TCDSB Protocols for Concussions will align with current legislation.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy supports student health and well-being, and in the implementation of the protocol, extends to staff members, volunteers, students and their family members. The Director of Education **with support from** is responsible for this policy and the Protocols for Concussions. Superintendents, Principals and Teachers supervising students are responsible for ensuring the procedures are followed.



POLICY SECTION:	SCHOOLS Schools, Students and Learning
SUB-SECTION:	HEALTH
POLICY NAME:	CONCUSSION POLICY
POLICY NO:	S.26

Alignment with MYSP:

~~Strengthening Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

~~Providing Stewardship of Resources~~

Regulations:

1. The Director of Education through the Health and Physical Education Department (HPE) **Curriculum Leadership & Innovation**

Department shall maintain and revise as required a Protocols for Concussions. ~~that implements the policy and protocol.~~ The protocol shall include the following:

- a. Concussion Education that will:
 - i. focus on awareness
 - ii. empower students to speak up if a concussion is suspected.
 - iii. Include strategies for sharing information on the seriousness of concussions, on concussion prevention, identification and management with students, parents, board employees, administrators, educators, school staff, volunteers, doctors and nurse practitioners and community-based organizations.
- b. Guidelines to help prevent the occurrence of a concussion.
- c. Measures and procedures for recognizing that a concussion has taken place
- d. Guidelines to direct the appropriate level of response depending on the signs and symptoms that are prevalent at the time of a suspected

APPENDIX A



POLICY SECTION: **SCHOOLS** Schools, Students and Learning

SUB-SECTION: **HEALTH**

POLICY NAME: **CONCUSSION POLICY**

POLICY NO: **S.26**

concussion.

- e. Protocol for return to play and for return to learn
 - f. A concussion code of conduct that outlines rules of behavior to minimize concussions while playing sport.
2. The TCDSB Health and Physical Education **Curriculum Leadership & Innovation Department** shall;
 - a) provide appropriate in-servicing to school administration in the implementation of

the Protocols for Concussions.
 - b) provide concussion awareness education to all students, staff, parents/**guardians** and volunteers. and School staff will take every precaution in order to prevent concussions and mild traumatic brain injuries in the workplace and school environment. School personnel will ensure that the Ontario Physical and Health Education Association (OPHEA) Safety Guidelines are adhered to prior to engaging in any athletic endeavor.
 - c) distribute to all Administrators, Athletic Representatives and Department Heads of Physical Education the current **OPASSE Safety Standards** that provide guidelines to reduce the incidences of concussions.
 - d) provide coaches appropriate orientation to the Protocols for Concussions through a standing item at Athletic Representatives Regional Meetings in September of each school year.

APPENDIX A



POLICY SECTION:	SCHOOLS Schools, Students and Learning
SUB-SECTION:	HEALTH
POLICY NAME:	CONCUSSION POLICY
POLICY NO:	S.26

7. Each School Principal will; a) in-service school staff annually, in September, on the Protocols for Concussions.
8. ~~Each School Principal will~~ b) post the most current Pocket Concussion Recognition Tool (produced by Parachute Canada), distributed by the TCDSB Health and Physical Education Department. The tool shall be posted in all gymnasiums and a copy kept in the main office area, to assist with concussion identification.
9. All cases of suspected concussion will be addressed by the school principal or designate in consultation with the appropriate medical authorities who will be notified in the event that a concussion has been suspected.
10. In the event of suspected or confirmed concussion, schools will follow the collective team approach, as found within the Timeline of TCDSB Protocols for Concussions.

Definitions:

Concussion:

A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to signs and symptoms that can emerge immediately or in the hours or days after the injury. It is possible for symptoms to take up to 7 days to appear. ~~You do NOT need to lose A concussion can occur without losing consciousness.~~

APPENDIX A

POLICY SECTION: ~~SCHOOLS~~ Schools, Students and Learning

SUB-SECTION: ~~HEALTH~~

POLICY NAME: CONCUSSION POLICY

POLICY NO: ~~S.26~~

Evaluation and Metrics:

1. The policy will be reviewed every five years.
2. The ~~School~~ **TCDSB** Protocols for Concussions will be reviewed annually to ensure compliance with legislation and any new TCDSB policies.
3. Survey Data is received annually from schools regarding the number of concussions and the outcome.



POLICY NAME:	CONCUSSION POLICY
POLICY SECTION:	Schools, Students and Learning
DATE APPROVED:	November 23, 2014
DATE OF NEXT REVIEW:	2029
DATES OF AMENDMENTS:	January 21, 2019; December 3, 2024
RESPONSIBLE DEPARTMENT:	Physical/Health/Outdoor Education

Policy:

A concussion can have a significant impact on a student’s cognitive and physical abilities. Rowan’s Law requires that school boards have a concussion policy that ensures students, parents and staff are informed about the risk of concussions and the steps to be taken, to prevent, detect and manage concussions in schools.

The policy is in alignment with the TCDSB’s Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members. The Director of Education with the support of Superintendents, Principals and Teachers are responsible for ensuring the procedures are followed.

Regulations:

1. The Curriculum Leadership & Innovation Department shall maintain and revise as required Protocols for Concussions. The protocol shall include the following:
 - a. Concussion Education that will:
 - i. focus on awareness.
 - ii. empower students to speak up if a concussion is suspected.
 - iii. include strategies for sharing information on the seriousness of concussions, on concussion prevention, identification and management with students, parents, board employees, administrators, educators, school staff, volunteers, doctors and nurse practitioners and community-based organizations.
 - b. Guidelines to help prevent the occurrence of a concussion.
 - c. Measures and procedures for recognizing that a concussion has taken

- place.
 - d. Guidelines to direct the appropriate level of response depending on the signs and symptoms that are prevalent at the time of a suspected concussion.
 - e. Protocol for return to play and for return to learn.
 - f. A concussion code of conduct that outlines rules of behavior to minimize concussions while playing sport.
2. The Curriculum Leadership & Innovation Education Department shall;
 - a) provide appropriate in-servicing to school administration in the implementation of the Protocols for Concussions.
 - b) provide concussion awareness education to all students, staff, parents/guardians and volunteers. School staff will take every precaution in order to prevent concussions and mild traumatic brain injuries in the workplace and school environment.
 - c) distribute to all Administrators, Athletic Representatives and Department Heads of Physical Education the current OPASSE Safety Standards that provide guidelines to reduce the incidences of concussions.
 - d) provide coaches appropriate orientation to the Protocols for Concussions through a standing item at Athletic Representatives Regional Meetings in September of each school year.
 3. Each School Principal will;
 - a) in-service school staff annually, in September, on the Protocols for Concussions.
 - b) post the most current Pocket Concussion Recognition Tool (produced by Parachute Canada), distributed by the TCDSB Health and Physical Education Department. The tool shall be posted in all gymnasiums and a copy kept in the main office area, to assist with concussion identification.
 4. All cases of suspected concussion will be addressed by the school principal or designate in consultation with the appropriate medical authorities who will be notified in the event that a concussion has been suspected.
 5. In the event of suspected or confirmed concussion, schools will follow the collective team approach, as found within the Timeline of TCDSB Protocols for Concussions.

Cross References:

Legislation:

- Education Act, S.217
- Occupational Health and Safety
- Rowan's Law (Concussion Safety), 2018, S.O. 2018, c.1- Bill 193

Ministry of Education Policy/Program Memorandum:

- Policy/Program Memorandum No. 158: School Board Policies on Concussion

TCDSB Policy/Procedure:

- Physical Activities Within the Physical and Health Education Program
- Code of Conduct
- Ontario School Board Insurance Exchange

Other:

- Ontario Physical Activity Safety Standards in Education (OPASSE)
- Parachute Canada Pocket Concussion Recognition Tool

Definitions:

Concussions: A concussion is a traumatic brain injury that causes changes in how the brain functions, leading to signs and symptoms that can emerge immediately or in the hours or days after the injury. It is possible for symptoms to take up to 7 days to appear.

Evaluation and Metrics:

1. The TCDSB Protocols for Concussions will be reviewed annually to ensure compliance with legislation and any new TCDSB policies.
2. Survey Data is received annually from schools regarding the number of concussions and the outcome.
3. The policy will be reviewed every five years



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

SCHOOL EXCURSIONS POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 13, 2024

Meeting Date

December 3, 2024

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

Lori DiMarco, Superintendent of Curriculum Leadership and Innovation

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with proposed revisions to the School Excursions Policy, formerly S.E.01, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 12 hours.

B. PURPOSE

The proposed updated policy addresses GAP's direction to review "Student Facing" Curriculum and Program policies.

C. BACKGROUND

1. The School Excursion Policy was last reviewed in April 2019
2. On October 1, 2024, GAP approved the review of the School Excursion Policy as part of the "Student Facing" Curriculum and Program Policies.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Given the recent comments from the Premier, that kids should not be at protests and should instead be in school learning, pre-existing language in the policy has been moved from the definitions section to a new regulation. Additional updates include language from the Ontario Physical and Health Education Association.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed School Excursion Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.



POLICY SECTION: **STUDENTS Schools, Students and Learning**

SUB-SECTION: **EXCURSIONS**

POLICY NAME: **SCHOOL EXCURSIONS**

POLICY NO: **S.E.01**

Date Approved: January, 1969	Date of Next Review: April 2024 2029	Dates of Amendments: December 2013, December 1992, January 1987, April 1985, April 2019, December 2024
<p>Responsible Department: Physical/Health/Outdoor Education</p> <p>Cross References:</p> <p>Legislation:</p> <ul style="list-style-type: none"> • Education Act • Occupational Health and Safety Act • Ontario Highway Traffic Act <p>TCDSB Policy / Procedure:</p> <ul style="list-style-type: none"> • F.P.01 Purchasing Policy • H.M. 33 Acceptance of Hospitality or Gifts • S.M.04 Fund Raising in Schools • S.P.07 Physical Activities Within the Physical and Health Education Programs • S.S.09 Code of Conduct • School Excursion Handbook <p>Other:</p> <ul style="list-style-type: none"> • Ontario School Boards' Insurance Exchange 		
<p>Appendix</p> <p>Appendix A: The School Excursion Handbook</p>		

Policy:

Purpose:

This policy recognizes that schools will regularly have students leave the school property to enhance the achievement of the curriculum learning expectations outlined in the Ontario Curriculum and Ontario Catholic School Graduate Expectations. Experiential learning that normally occurs during excursions allows for the differentiation of instruction and enhances student achievement. The safety of students, staff, parents/**guardians** and volunteers is a priority during excursions and will be a primary consideration when organizing any school excursion.

~~The Toronto Catholic District School Board believes that well planned educational excursions enhance the physical, emotional, social, spiritual and academic development of the student. Consistent with the TCDSB Multi Year Strategic Plan, the Ontario Curriculum and the Ontario Catholic School Graduate Expectations, all excursions occurring at the TCDSB that have students and staff members leaving the school facility will be for educational purposes. The TCDSB is committed to an inclusive environment and strives to ensure that the classroom dynamics and activities support full participation of all students, where possible. All excursions must follow the operational procedures outlined in the School Excursion Handbook.~~

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members while participating in any school-sanctioned excursion. The Director of Education is responsible for this policy and the School Excursion Handbook. Superintendents, Principals and Teachers supervising excursions are responsible for ensuring the procedures are followed.

~~Alignment with MYSP:~~

~~Living Our Catholic values~~

~~Strengthening Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

~~Providing Stewardship of Resources~~

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The School Excursion Handbook of operational procedures will govern the respective aspects of this policy.
3. All excursions require the appropriate level of approval as prescribed in the School Excursion Handbook. The approval process will govern any contracts for services used in connection with the excursion.
4. All contracts will follow the process outlined in ~~F.P.-01~~ Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts that may bind or obligate the Board in any way, unless expressly delegated by the Director of Education. Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.
5. ~~Relevant information about the excursion will be provided to parents/guardians prior to obtaining permission for their child's participation.~~ Permission forms found in the School Excursion Handbook must be used to secure the permission of parents/guardians.
6. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education. ~~Overnight and international excursions will be governed by the following:~~
 - i. ~~Only approved vendors and third party service providers identified on the Board website can be used to support an overnight or international excursion.~~

- ~~ii. The vendor will fully disclose to the principal any intention to offer remuneration, gifts or other benefits to staff members participating in a school excursion.~~
 - ~~iii. No personal profit or remuneration will be gained by any staff of the TCDSB in regards to an excursion.~~
 - ~~iv. Any proceeds offered by the vendor will be directed to reducing the cost of the excursion for students.~~
 - ~~v. No TCDSB staff member who also is a vendor for trips and excursions shall be permitted to operate a TCDSB excursion for students.~~
7. ~~The safety and supervision of all students on excursions is of utmost importance. The rules regarding safety and supervision are contained in the School Excursion Handbook.~~
8. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.
9. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the School Excursion Handbook, including matters relating to:
- ~~i. relevance to~~ **alignment with** the curriculum, ~~where applicable;~~
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;

- v. student health and safety.
10. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the School Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:
 - i. Student Accidents – Ontario School Boards’ Insurance Exchange
 - ii. Staff Accidents – The Occupational Health and Safety Act.-
 - ~~11. On those occasions where an excursion includes a Sunday, the teacher's plan shall specify participation in the Sunday Eucharist for all students and supervisors.~~
 12. When the Board has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for the excursion in accordance with the Board’s policy, ~~S.M. 04~~ Fund Raising in Schools, contributions made by individual students and/or parents/**guardians**, and costs assumed by individual students and/or parents/**guardians**.
 13. All elective personal spending by any of the participants, whether students, parents/**guardians** or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; the Board cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
 - ~~14. There may be occasions when the approval of an excursion previously granted must be withdrawn. In these situations, the decision will be made by the staff person(s) responsible for the approval, as set out in the School Excursion Handbook, and only after careful thought as to what alternatives might be possible in the particular circumstances. If the approval is~~

~~withdrawn, the staff person(s) responsible for the approval shall endeavor, as soon as possible, to advise all concerned and to assist them in recovering any resulting personal loss.~~

15. In the event of a cancellation or alteration of an approved excursion, reimbursement for financial losses regarding costs contributed or assumed by students, their parents/**guardians**, or staff, is governed by the following:
 - i. the general rule is that the Board will not reimburse students, parents/**guardians**, or staff, for any financial costs contributed or assumed by them;
 - ii. when the Board itself is reimbursed for some or all of the total cost of an excursion, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants;
 - iii. there are no circumstances in which the Board will reimburse or offer any reimbursement in respect of expenses incurred by students, parents/**guardians** or staff in connection with any private trip, or in connection with expenditures of a personal nature.
- ~~16. Reasonable attempts will be made to ensure that no student shall be prevented from participating on an excursion through inability to pay.~~
17. The Board extends to all teachers, students, and volunteer supervisors, on Board approved excursions, the same liability coverage that it would extend to them in the normal day to day operation of the school if their primary trip purpose is to supervise the students on that trip.
18. The TCDSB will not assume any liability ~~whatsoever~~ in connection with the organization, development or delivery of any private trip by staff, students, parents/**guardians** or other stakeholders that fall outside the parameters of this policy.
19. **Demonstrations and/or marches shall not be included or interpreted as excursions.**

Definitions:

Excursion

An excursion is any Board or school approved event or program which, for educational purposes, has students leaving school property. All excursions must be supervised by a teacher who is a member of the Ontario College of Teachers.

~~Excursions will include, but will not be limited to, the following:~~

- ~~i. the use of local sites;~~
- ~~ii. supplementary programs offered at a different location;~~
- ~~iii. co-instructional programs;~~
- ~~iv. one day trips within the Greater Toronto Area or beyond;~~
- ~~v. overnight excursions within Canada; and~~
- ~~vi. International trips.~~

~~Demonstrations and/or marches shall not be included or interpreted as excursions. Nonetheless, those activities in alignment with the TCDSB Multi Year Strategic Plan, and in particular, the strategic priority of Living Our Catholic Values, may be considered by the principal in consultation with the Area Superintendent. TCDSB excursions do not include private trips.~~

Occupational Health and Safety Act

~~This legislation intends to protect workers from risks and hazards in the workplace. It sets out duties for all workplace parties and rights for workers and establishes procedures for dealing with workplace hazards.~~

Ontario Highway Traffic Act

~~This legislation applies to the provisional use of commercial and non-commercial motor vehicles on the roads and highways of Ontario, Canada. In the context of this policy, it references the transportation of students during excursions or sporting events.~~

Ontario Physical and Health Education Association (OPHEA)

OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living.

~~OPHEA Safety Guidelines~~ **Ontario Physical Activity Safety Standards in Education (OPASSE)** must be followed when planning activities during all excursions.

Ontario School Boards' Insurance Exchange (OSBIE)

OSBIE is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices.

School Excursion Handbook

~~The School Excursion Handbook prescribes the operational procedures for all excursions offered at TCDSB, including administrative procedures for planning and supervising excursions, types of excursions, application and permission forms, transportation requirements, emergency planning and insurance. Safety considerations for students involved in activities during an excursion are also governed by the OPHEA safety guidelines.~~

Evaluation and Metrics:

~~The effectiveness of the policy will be determined by measuring the following:~~

1. The policy will be reviewed every five years.
2. The School Excursion Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.



POLICY NAME:	SCHOOL EXCURSIONS
POLICY SECTION:	Schools, Students and Learning
DATE APPROVED:	January 1969
DATE OF NEXT REVIEW:	2029
DATES OF AMENDMENTS:	April 1985; January 1987; December 1992; December 2013; April 2019; December 2024
RESPONSIBLE DEPARTMENT:	Physical/Health/Outdoor Education

Policy:

The policy recognizes that schools will regularly have students leave the school property to enhance the achievement of the curriculum learning expectations outlined in the Ontario Curriculum and Ontario Catholic School Graduate Expectations. Experiential learning that normally occurs during excursions allows for the differentiation of instruction and enhances student achievement. The safety of students, staff, parents/guardians and volunteers is a priority during excursions and will be a primary consideration when organizing any school excursion.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This policy extends to staff members, volunteers, students and their family members while participating in any school-sanctioned excursion. The Director of Education is responsible for this policy and the School Excursion Handbook. Superintendents, Principals and Teachers supervising excursions are responsible for ensuring the procedures are followed.

Regulations:

1. All excursions occurring at the Toronto Catholic District School Board that have students and staff members leaving the school facility will be for educational purposes aligned with the learning expectations of Ontario Curriculum and consistent with the Multi Year Strategic Plan.
2. The School Excursion Handbook of operational procedures will govern the respective aspects of this policy.
3. All excursions require the appropriate level of approval as prescribed in the School Excursion Handbook. The approval process will govern any contracts for services

used in connection with the excursion.

4. All contracts will follow the process outlined in Purchasing Policy. No teacher, principal or other employee has authority to sign any contracts that may bind or obligate the Board in any way, unless expressly delegated by the Director of Education. Approval of an excursion does not constitute a delegation of authority to sign agreements, contracts, and the like, that may be required to undertake an excursion.
5. Permission forms found in the School Excursion Handbook must be used to secure the permission of parents/guardians.
6. For overnight or international excursions, the principal will obtain the appropriate level of approval from the Superintendent or Director of Education.
7. Since an excursion is deemed to be a school-related activity, all school rules in the code of conduct will apply to students for the duration of the excursion and in those circumstances that have an impact on the school climate.
8. The principal will ensure that effective planning has occurred prior to the excursion, and that all procedural requirements are met according to the procedures outlined in the School Excursion Handbook, including matters relating to:
 - i. Alignment with the curriculum;
 - ii. supervision ratios;
 - iii. transportation;
 - iv. excursion itineraries/activities;
 - v. student health and safety.
9. Responses to medical situations that occur on excursions must be consistent with the procedures outlined in the School Excursion Handbook. The subsequent reporting of accidents must comply with the reporting requirements:
 - i. Student Accidents – Ontario School Boards' Insurance Exchange
 - ii. Staff Accidents – The Occupational Health and Safety Act
10. When the Board has approved an excursion, the total cost of the excursion may be funded wholly or partly from the appropriate school budgets, funds raised for the excursion in accordance with the Board's policy, Fund Raising in Schools, contributions made by individual students and/or parents/guardians, and costs assumed by individual students and/or parents/guardians.
11. All elective personal spending by any of the participants, whether students, parents/guardians or staff, in preparation for or while attending any approved excursion is the responsibility of the individual; the Board cannot and does not accept any responsibility in connection with such personal expenses. Thus, the term "total cost of the excursion" as used in this policy does not include expenditures for items of a personal nature.
12. In the event of a cancellation or alteration of an approved excursion, reimbursement for financial losses regarding costs contributed or assumed by

students, their parents/guardians, or staff, is governed by the following:

- i. the general rule is the Board will not reimburse students, parents/guardians, /guardians or staff, for any financial costs contributed or assumed by them;
- ii. when the Board itself reimbursed for some or all of the total cost of an excursion, the Board will share equitably the amount received in proportion to the losses incurred by the participants including the Board itself, taking into consideration amounts paid, and amounts credited or rebated, directly or indirectly, to any of the participants;
- iii. there are no circumstances in which the Board will reimburse or offer any reimbursement in respect of expenses incurred by students, parents/guardians or staff in connection with any private trip, or in connection with expenditures of a personal nature.

13. The Board extends to all teachers, students, and volunteer supervisors, on Board approved excursions, the same liability coverage that it would extend to them in the normal day to day operation of the school if their primary trip purpose is to supervise the students on that trip.

14. The TCDSB will not assume any liability in connection with the organization, development or delivery of any private trip by staff, students, parents/guardians or other stakeholders that fall outside the parameters of this policy.

15. Demonstrations and/or marches shall not be included or interpreted as excursions.

Cross References:

Legislation:

- Education Act
- Occupational Health and Safety
- Ontario Highway Traffic Act

TCDSB Policy/Procedure:

- Acceptance of Hospitality or Gifts
- Code of Conduct
- Fund Raising in Schools
- Physical Activities Within the Physical and Health Education Programs
- Purchasing Policy
- School Excursion Handbook

Other:

- Ontario School Boards' Insurance Exchange

Definitions:

Excursions: An excursion in any Board or school approved event or program which, for educational purposes, has students leaving school property. All excursions must be supervised by a teacher who is a member of the Ontario College of Teachers.

Excursions will include, but will be limited to, the following:

Ontario Physical and Health Education Association (OPHEA): OPHEA is a not-for-profit organization that champions healthy, active living in schools and communities through quality programs and services, partnerships and advocacy, and is led by the vision that all children and youth value and enjoy the lifelong benefits of healthy, active living. Ontario Physical Activity Safety Standards in Education (OPASSE) must be followed when planning activities during all excursions.

Ontario School Boards' Insurance Exchange (OSBIE): OSBIE is a school board owned, non-profit insurance program representing the school boards in Ontario. The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices.

Private Trip: trips are those excursions that have not received the Board's approval, as set out in the School Excursion Handbook, and those trips for which the organizers have not applied for approval. They may involve staff and students of the Board. The Board will assume no liability whatsoever in connection with the organization, development or delivery of the excursion.

Evaluation and Metrics:

1. The policy will be reviewed every five years
2. The School Excursions Handbook will be reviewed annually to ensure compliance with legislation and TCDSB policies.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

OCCUPATIONAL HEALTH AND SAFETY POLICY

For surely I know the plans for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope - *Jeremiah 29:11*

Drafted

August 23, 2024

Meeting Date

December 3, 2024

Marta Radic, Coordinator, Occupational Health and Safety

Nairi Kazazian, Head of Labour Relations and Occ. Health

Derek Luk, Senior Policy Advisor

Lynda Coulter, Executive Superintendent, Human Resources, Leadership, Equity

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Occupational Health and Safety Policy formerly, H.M. 17 (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 7 hours.

B. PURPOSE

1. As part of the Occupational Health and Safety Act (OHSA) requirement to review this policy annually, necessary updates such as an increase in maximum fines to corporations, as well as emphasis on supervisors' duties to follow-up on health and safety concerns in a timely manner were identified.

C. BACKGROUND

1. OHSA legislates worker safety and requires that the employer prepare and review annually a written occupational health and safety policy.
2. This policy was first approved in April 2009 and was last amended in October 2023.
3. On October 26, 2023, the Occupational Health and Safety Act was amended such that maximum fines for corporations increased from \$1.5M to \$2.0M.
4. On September 3, 2024 GAP approved review of the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Increased fines for organizations reflect recent amendments to the Occupational Health and Safety Act.
2. The policy is also updated based on a recommendation of the Multi-Workplace Joint Health and safety Committees to emphasize the importance of supervisors requirement to follow-up on health and safety concerns “in a timely manner.”
3. This policy has been amended in consultation with various labour partners on the Board’s three Multisite Site Joint Health and Safety Committees.

E. METRICS AND ACCOUNTABILITY

1. Per OHSA requirement, the policy will be reviewed in consultation with the three Multisite Joint Health and Safety Committees on an annual basis.

2. Per OHSa requirement the policy will be posted on the Health and Safety Bulletin Board in every school and TCDSB workplace.

F. STAFF RECOMMENDATION

Staff recommends that the revised Occupational Health and Safety Policy provided in Appendix A (tracked) and Appendix B (clean) be approved.



APPENDIX A

POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

Date Approved: April 29, 2009	Date of Next Review: Annually 2025	Dates of Amendments: May 27, 2014 October 27, 2022 September 21, 2023 December 3, 2024
Responsible Department: Labour Relations and Occupational Health		
Cross References:		
Legislation: Occupational Health and Safety Act		
TCDSB Policy / Procedure: H.M. 37, Workplace Violence H.M. 14, Respectful Workplace Harassment and Discrimination		

Purpose Policy

1. This Policy is created to comply with the Occupational Health and Safety Act (OHSA) ~~Policy~~ and reinforces the Board's commitment in maintaining an occupational health and safety program that helps to reduce workplace injuries and illness to staff, students, and visitors. ~~This.~~
2. The Toronto Catholic District School Board's (TCDSB) mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.
3. The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illnesses through effective administration, supervision,



APPENDIX A

POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

4. education, and training. ~~The TCDSB~~ **and** shall continually demonstrate by attitude and example that health and safety is an integral part of every academic, operational and core business function.
5. The Internal Responsibility System (IRS) is the cornerstone of the OHSA. The ~~Board~~ **TCDSB** and its employees share responsibility for workplace health and safety. Every Board employee regardless of job title has direct responsibility and accountability for safety as an essential part of his or her job.
6. Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHSA and all applicable legislation, regulations, TCDSB safety procedures and generally accepted safety standards. The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behavior that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating, and controlling workplace hazards and risks.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors, and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

~~Alignment with MYSP:~~

~~Learning – Growing in Knowledge~~

~~Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.~~

~~Equity – Growing in Knowledge with Justice~~

~~Apply Catholic Social Justice to nurture a community focused on equity, diversity~~

APPENDIX A
POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

~~inclusion, anti-racism, and anti-oppression.~~

~~Well-Being – Growing in Knowledge with Justice and Hope~~

~~Strengthen an environment rooted in Gospel values that nurtures hope and well-being.~~

Regulations:

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z100014: Occupational Health and Safety Management System.
2. The Occupational Health and Safety Department and the **Talent Management** ~~Staff Development~~ Department shall provide appropriate resources to facilitate the training of all employees with respect to their rights, duties, and responsibilities towards safety.
3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB safety procedures are implemented into the planning, construction, and maintenance of buildings and facilities.
4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.
5. Supervisors shall follow-up on health and safety concerns **in a timely manner**.
6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHSA and TCDSB safety procedures.
7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.
8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illnesses.



APPENDIX A

POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

9. The TCDSB shall maintain Joint Health and Safety Committees (JHSC) as per the requirements outlined in the OHSA or by order from the Ministry of Labour, Immigration, Training and Skills Development (MLTSD).
10. JHSC's shall:
 - a. Foster and promote the IRS by functioning effectively.
 - b. Meet and inspect the physical condition of the workplace at least once a month as per the duties outlined in the OHSA and the Committee's Terms of Reference (TOR).
 - c. Report to and advise the Employer ~~through written~~ **in writing** for the improvement of the health and safety of workers.
 - d. Submit an annual report to the Director of Education outlining objectives, goals, activities, and accomplishments.
11. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Parent Council.
12. If the Catholic School Parent Council so desires, a school may be inspected once per year by the Catholic School Parent Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.

~~Financial Impact:~~

13. Maximum fine for a contravention of the Occupational Health and Safety Act is **\$2,000,000** ~~1,500,000.00~~ for a corporation, fine up to \$1,500,000.00 for a director or officer of a corporation and /or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment.

APPENDIX A

POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: OCCUPATIONAL HEALTH AND SAFETY

POLICY NO: H.M. 17

14. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and fines for Employers associated with workplace injuries and illnesses to staff with fines ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations. There are also potential legal costs associated with student and third party injuries and illness occurring on school board property.

Evaluation and Metrics:

This Policy shall be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that this Policy remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.

Staff will provide an annual report on Policy **the** H.M. 17, Occupational Health and Safety Policy, regarding the status of Health and Safety within the Toronto Catholic District School Board.

APPENDIX B



POLICY NAME:	OCCUPATIONAL HEALTH AND SAFETY
POLICY SECTION:	Human Resources
DATE APPROVED:	April 29, 2009
DATE OF NEXT REVIEW:	2025
DATES OF AMENDMENTS:	May 27, 2014; October 27, 2022; September 21, 2023; December 3, 2024
RESPONSIBLE DEPARTMENT:	Labour Relations and Occupational Health

Policy:

This Policy is created to comply with the Occupational Health and Safety Act (OHSA) and reinforces the Board’s commitment in maintaining an occupational health and safety program that helps to reduce workplace injuries and illness to staff, students, and visitors.

The Toronto Catholic District School Board’s (TCDSB) mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB considers the health and safety of all employees, students, and visitors to be of paramount importance and shares concerns related to the personal suffering, property damage and financial loss associated with workplace injuries and occupational diseases.

The TCDSB is committed to continuous improvement towards zero workplace injuries and occupational illnesses through effective administration, supervision, education, and training and shall continually demonstrate by attitude and example that health and safety is an integral part of every academic, operational and core business function.

The Internal Responsibility System (IRS) is the cornerstone of the OHSA. The TCDSB and its employees share responsibility for workplace health and safety. Every Board employee regardless of job title has direct responsibility and accountability for safety as an essential part of his or her job.

Employees, contractors, constructors, summer students, co-op students, visitors and volunteers shall comply with the OHSA and all applicable legislation,

regulations, TCDSB safety procedures and generally accepted safety standards.

The TCDSB's vision is that all employees will become safety leaders by promoting the IRS, by demonstrating through attitude and behavior that safety is part of the job and by working in partnership with their immediate supervisor in recognizing, evaluating, and controlling workplace hazards and risks.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors, and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

Regulations:

1. The Director of Education shall maintain an occupational health and safety program that complies with all applicable health and safety legal requirements and meets Canadian Standards Association (CSA) Standard, CAN/CSA Z100014: Occupational Health and Safety Management System.
2. The Occupational Health and Safety Department and the Talent Management Department shall provide appropriate resources to facilitate the training of all employees with respect to their rights, duties, and responsibilities towards safety.
3. The Planning and Facilities Department shall ensure that all applicable health and safety legislation as well as TCDSB safety procedures are implemented into the planning, construction, and maintenance of buildings and facilities.
4. Supervisors shall place health and safety as a standing agenda item in all staff meetings.
5. Supervisors shall follow-up on health and safety concerns in a timely manner.
6. Supervisors shall ensure that staff under their jurisdiction complies with the provisions of the OHSA and TCDSB safety procedures.
7. Workers shall follow safe work procedures and report health and safety hazards to their immediate supervisor.
8. Workers shall report immediately to their supervisor all workplace-related injuries and occupational illnesses.
9. The TCDSB shall maintain Joint Health and Safety Committees (JHSC) as per the requirements outlined in the OHSA or by order from the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

10. JHSCs shall:

- a. Foster and promote the IRS by functioning effectively.
- b. Meet and inspect the physical condition of the workplace at least once a month as per the duties outlined in the OHSA and the Committee's Terms of Reference (TOR).
- c. Report to and advise the Employer in writing for the improvement of the health and safety of workers.
- d. Submit an annual report to the Director of Education outlining objectives, goals, activities, and accomplishments.

11. All applicable meeting minutes, inspection reports and other health and safety reports and information pertaining to a specific school shall be sent to the principal, who then shall share the information with their workers and the Catholic School Parent Council.

12. If the Catholic School Parent Council so desires, a school may be inspected once per year by the Catholic School Parent Council executive or equivalent representative group of members of the local community and the principal at a mutually agreed time.

13. Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000 for a corporation, fine up to \$1,500,000.00 for a director or officer of a corporation and /or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment.

14. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and fines for Employers associated with workplace injuries and illnesses to staff with fines ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations. There are also potential legal costs associated with student and third party injuries and illness occurring on school board property.

Cross References:

Legislation:

- Occupational Health and Safety Act

TCDSB Policy / Procedure:

- Workplace Violence
- Respectful Workplace

Evaluation and Metrics:

This Policy shall be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that this Policy

remains current, is responsive to the health and safety obligations of the Board and reflects Ontario's health and safety legislation.

Staff will provide an annual report on the Occupational Health and Safety Policy, regarding the status of Health and Safety within the Toronto Catholic District School Board.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

WORKPLACE VIOLENCE POLICY

The fruit of the righteous is a tree of life, but violence takes lives away - *Proverbs 11:30*

Drafted

August 23, 2024

Meeting Date

December 3, 2024

Marta Radic, Coordinator, Occupational Health and Safety

Nairi Kazazian, Head of Labour Relations and Occ. Health

Derek Luk, Senior Policy Advisor

Lynda Coulter, Executive Superintendent, Human Resources, Leadership, Equity

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.***Mission:** *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope

Brendan Browne
Director of EducationAdrian Della Mora
Associate Director of Academic
Affairs & Chief Operating OfficerDerek Boyce
Associate Director of Corporate
Services and Chief Commercial OfficerRyan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Workplace Violence Policy, formerly H.M. 37 (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 10 hours.

B. PURPOSE

1. As part of the Occupational Health and Safety Act (OHSA) requirement to review this policy as often as necessary, but at least annually, updates such as an increase in maximum fines to corporations, were identified.

C. BACKGROUND

1. OHSA legislates worker safety resulting from violent incidents from students, co-workers, parents and the general public, and requires the employer to review annually a written workplace violence policy as often as necessary, but at least annually.
2. The policy was first approved in September 2010 and was last amended in October 2023.
3. On October 26, 2023, OHSA was amended such that maximum fines for corporations increased from \$1.5M to \$2.0M.
4. On September 3, 2024 GAP approved review of the policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Increased fines for organizations reflect recent amendments to the Occupational Health and Safety Act.
2. The maximum fine for directors and officers under the Act, which had not recently changed, but which had not been referenced in the prior version of this policy is included.
3. Regulation 6 of the policy is amended to more accurately reflect the means by which workers are required to report incidents of workplace violence.
4. This policy has been amended in consultation with various labour partners on the Board's three Multisite Joint Health and Safety Committees.

E. METRICS AND ACCOUNTABILITY

1. There is a requirement under OHSA to review this policy as often as necessary, but at least annually. As such, staff will review this policy in consultation with the three Multisite Joint Health and Safety Committees.
2. Per OHSA requirement the policy will be posted on the Health and Safety Bulletin Board in every school and TCDSB workplace.

F. STAFF RECOMMENDATION

Staff recommends that the revised, Workplace Violence Policy provided in Appendix A (tracked) and Appendix B (clean) be approved.



POLICY SECTION: HUMAN RESOURCES

SUB- MISCELLANEOUS

POLICY NAME: WORKPLACE VIOLENCE

POLICY NO: H.M. 37

Date Approved: September 29, 2010	Date of Next Review: Annually 2025	Dates of Amendments: May 27, 2014 October 27, 2022 September 21, 2023 December 3, 2024
Responsible Department: Labour Relations and Occupational Health Cross Reference: Legislation: Occupational Health and Safety Act TCDSB Policy / Procedure: H.M. 17 Occupational Health and Safety Policy		

Purpose

Policy

1. This Policy is created to comply with the Occupational Health and Safety Act (OHSA) **and** reinforces the Board's commitment in addressing all forms of workplace violence that can injure workers. ~~This Policy~~
2. The Toronto Catholic District School Board's **(TCDSB)** mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB is committed as an Employer to the prevention of workplace violence by taking every precaution reasonable in the circumstances to protect all workers.
3. **The** TCDSB shall address workplace violence toward workers from all possible sources (co-workers, supervisors, students, parents, visitors, volunteers, contractors, permit holders, intruders and perpetrators of domestic violence). Violent behaviour towards workers in the workplace is unacceptable.
4. The Internal Responsibility System (IRS) is the cornerstone of the (OHSA).

The TCDSB and its employees share responsibility for the prevention of workplace violence. Every Board employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

Alignment with MYSP:

~~Learning – Growing in Knowledge~~

~~Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.~~

~~Equity – Growing in Knowledge with Justice~~

~~Apply Catholic Social Justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.~~

~~Well-Being – Growing in Knowledge with Justice and Hope~~

~~Strengthen an environment rooted in Gospel values that nurture hope and well-being.~~

Regulations:

1. The Director of Education through the Occupational Health and Safety Department shall develop and maintain a workplace violence program that implements this Policy. The program shall include the following:
 - (a) measures and procedures to **assess** access risk and to protect employees from workplace violence
 - (b) means of summoning immediate assistance

(c) protocol for employees to report workplace violence

2. The Occupational Health and Safety Department and **the Talent Management** ~~Staff Development~~ Department shall provide appropriate resources to facilitate training programs on workplace violence for all employees. Workplace violence prevention programs shall be integrated into the overall health and safety training program for all employees, including orientation training for new employees and summer students.
3. All forms of workplace violence shall be addressed by the Employer and the immediate Supervisor and if necessary, in consultation with law enforcement authorities and in consideration of the (OHSA), Education Act and applicable Regulations, Policy and Memoranda
4. TCDSB and its Supervisors shall investigate and deal with all incidents, complaints, or threats of workplace violence in a timely, fair, and equitable manner. TCDSB shall take every precaution reasonable for the protection of workers by developing a safety plan that may include limited disclosure of information pertaining to individuals with a history of violent behavior. The privacy of all concerned shall be respected to the extent possible as per applicable legislation. Individuals dissatisfied with the outcome of an investigation can report to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).
5. Supervisors shall provide information and instruction on workplace violence to their workers.
6. Workers shall follow the internal responsibility system and report all incidents of workplace violence involving co-workers and visitors using the online **system** ~~Workplace Violence and Harassment Reporting Form~~ including disclosures of domestic violence pertaining to workers to their immediate supervisor. Workers shall also report incidents of workplace violence involving students using the appropriate special services / safe school reports.
7. **Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000** ~~1,500,000.00~~ **for the Employer, a fine up to \$1,500,000 for a director or officer and/or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment particularly for negligence leading to**

- a workplace fatality as a result of workplace violence.
8. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and potential fines for Employers associated with injuries from workplace violence to staff ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations.

Definitions from the Occupational Health and Safety Act

Workplace: land, premises, location or thing at, upon, in or near which a worker works

Worker:

- a person who performs work or supplies services for monetary compensation.
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, ~~private~~ career college or other post- secondary institution.
- such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Supervisor: a person who has charge of a workplace or authority over a worker.

Workplace Violence:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Financial Impact:

~~Maximum fine for a contravention of the Occupational Health and Safety Act is \$1,500,000.00 for the Employer, up to \$500,000.00 for an individual and / or up to 12 months imprisonment particularly for negligence leading to a workplace fatality as a result of workplace violence.~~

~~There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and potential fines for Employers associated with injuries from workplace violence to staff ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations.~~

Evaluation and Metrics:

This Policy will be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that the Policy remains current and reflects Ontario's health and safety legislation.

APPENDIX B



POLICY NAME:	WORKPLACE VIOLENCE
POLICY SECTION:	Human Resources
DATE APPROVED:	September 29, 2010
DATE OF NEXT REVIEW:	2025
DATES OF AMENDMENTS:	May 27, 2014; October 27, 2022; September 21, 2023; December 3, 2024
RESPONSIBLE DEPARTMENT:	Labour Relations and Occupational Health

Policy:

This Policy is created to comply with the Occupational Health and Safety Act (OHSA) and reinforces the Board’s commitment in addressing all forms of workplace violence that can injure workers.

The Toronto Catholic District School Board’s (TCDSB) mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB is committed as an Employer to the prevention of workplace violence by taking every precaution reasonable in the circumstances to protect all workers.

The TCDSB shall address workplace violence toward workers from all possible sources (co-workers, supervisors, students, parents, visitors, volunteers, contractors, permit holders, intruders and perpetrators of domestic violence). Violent behaviour towards workers in the workplace is unacceptable.

The Internal Responsibility System (IRS) is the cornerstone of the (OHSA). The TCDSB and its employees share responsibility for the prevention of workplace violence. Every Bboard employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

The policy is in alignment with the TCDSB’s Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

Regulations:

1. The Director of Education through the Occupational Health and Safety Department shall develop and maintain a workplace violence program that implements this Policy. The program shall include the following:
 - a) measures and procedures to assess risk and to protect employees from workplace violence.
 - b) means of summoning immediate assistance.
 - c) protocol for employees to report workplace violence.
2. The Occupational Health and Safety Department and the Talent Management Department shall provide appropriate resources to facilitate training programs on workplace violence for all employees. Workplace violence prevention programs shall be integrated into the overall health and safety training program for all employees, including orientation training for new employees and summer students.
3. All forms of workplace violence shall be addressed by the Employer and the immediate Supervisor and if necessary, in consultation with law enforcement authorities and in consideration of the OHS Act, Education Act and applicable Regulations, Policy and Memoranda.
4. TCDSB and its Supervisors shall investigate and deal with all incidents, complaints, or threats of workplace violence in a timely, fair, and equitable manner. TCDSB shall take every precaution reasonable for the protection of workers by developing a safety plan that may include limited disclosure of information pertaining to individuals with a history of violent behavior. The privacy of all concerned shall be respected to the extent possible as per applicable legislation. Individuals dissatisfied with the outcome of an investigation can report to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).
5. Supervisors shall provide information and instruction on workplace violence to their workers.

6. Workers shall follow the internal responsibility system and report all incidents of workplace violence involving co-workers and visitors using the online system including disclosures of domestic violence pertaining to workers to their immediate supervisor. Workers shall also report incidents of workplace violence involving students using the appropriate special services / safe school reports.
7. Maximum fine for a contravention of the Occupational Health and Safety Act is \$2,000,000 for the Employer, a fine up to \$1,500,000 for a director or officer and/or up to 12 months imprisonment, and a fine up to \$500,000.00 for an individual and / or up to 12 months imprisonment particularly for negligence leading to a workplace fatality as a result of workplace violence.
8. There are Workplace Safety and Insurance Board (WSIB) medical and benefit costs and potential fines for Employers associated with injuries from workplace violence to staff ranging from up to \$25,000.00 for individuals and up to \$500,000.00 for corporations.

Cross References:

Legislation:

- Occupational Health and Safety Act

TCDSB Policy / Procedure:

- Occupational Health and Safety Policy

Definitions from the Occupational Health and Safety Act:

Workplace: land, premises, location or thing at, upon, in or near which a worker works.

Worker:

- a person who performs work or supplies services for monetary compensation.
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, career college or other post-secondary institution.
- such other persons as may be prescribed who perform work or supply

services to an employer for no monetary compensation.

Supervisor: a person who has charge of a workplace or authority over a worker.

Workplace Violence:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Evaluation and Metrics:

This Policy will be reviewed annually by staff in consultation with the Board's three Multisite Joint Health and Safety Committees. This will ensure that the Policy remains current and reflects Ontario's health and safety legislation.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

Respectful Workplace Policy

"We are putting no obstacle in anyone's way, so that no fault may be found with our ministry."
2 Corinthians 6:3

Drafted

November 17, 2024

Meeting Date

December 3, 2024

Lynda Coulter, Executive Superintendent of Human Resources, Equity and Leadership

Nairi Kazazian, Head of Labour Relations and Occupational Health and Safety

Stephanie Obradovich, Senior Legal Counsel

Marta Radic, Coordinator of Occupational Health & Safety

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in
Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic
excellence of our Catholic learning community through the
love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This report provides a proposed Respectful Workplace Policy (Appendix A) that would replace three existing Human Resource policies; Harassment and Discrimination in the Workplace policy (Appendix B), Conflict Resolution, (Appendix C), and Complaint Against a Staff Person policy (Appendix D) to create a more efficient and effective way of resolving employee related matters.

The cumulative staff time required to prepare this report was 36 hours.

B. PURPOSE

1. The proposed Respectful Workplace Policy addresses GAP's September 3, 2024 direction to review the three noted policies with the goal of amalgamating them into one policy.

C. BACKGROUND

1. On September 3, 2024, GAP directed staff to review the three policies in addition to two others (Occupational Health and Safety policy and Workplace Violence policy) that require annual review.
2. As part of the Respectful Workplace Policy workplan, a draft policy and procedure was shared with the Board's labour partners for consultation purposes. Based on the feedback and suggestions from the labour partners, the policy and procedure were revised to include the following:
 - Expanded scope of policy to include workers
 - Confirmed that TCDSB will not, in most cases, act on anonymous complaints but retains the discretion to do so as it deems appropriate and necessary
 - Included a statement that the decision to proceed to the formal resolution route will not be made in an arbitrary, discriminatory or bad faith manner
 - Included a statement that if a respondent is not an employee of the TCDSB, the TCDSB will take appropriate action in the circumstances to address the allegations of harassment
 - Included a reference to obligations teachers may have under the *Teaching Profession Act*
 - Included an appeal process (a complaint to the Ministry of Labour or a grievance)

3. The new draft policy contains many similarities to the three policies that it is recommended to replace. Some of the main similarities are as follows:
 - Encourages the early resolution of concerns at the level that is as close to the source of conflict as possible
 - Includes informal conflict resolution if appropriate in the circumstances
 - If an investigation is required, an investigation that is appropriate in the circumstances will be conducted
 - Confidentiality is protected
 - Reprisals are prohibited
 - An appeal process is available to complainants who are not satisfied with the results of an investigation (i.e. filing a complaint with the Ministry of Labour, or a grievance per the applicable collective agreement)
4. While some of the main differences between the draft Respectful Workplace policy are identified below:
 - The new policy does not apply to allegations of discrimination as defined by the *Human Rights Code*. A work plan for a Human Rights Policy has been approved, and complaints of discrimination will fall under that policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Currently the Board has three policies that address conflict in the workplace: Harassment and Discrimination in the Workplace, Conflict Resolution, Complaint Against a Staff Person, and can be confusing for staff to navigate.
2. In February of 2023 the new Labour Relations unit within Human Resources began to work with both internal and external stakeholders for all labour and employment related matters. The team works closely with Principals, Vice-Principals and employee supervisors to navigate through difficult employee matters and help resolve matters locally.
3. Working with Principals, Vice-Principals and employee supervisors directly has proven to be an efficient way of managing day-to-day employee matters.
4. The proposed Respectful Workplace Policy includes Human Resources best practices such as including definitions of workplace harassment and workplace sexual harassment, explanation of what may happen if policy is not followed; and a supporting procedure (Appendix E), with prescribed formal or information resolution procedures.

E. METRICS AND ACCOUNTABILITY

1. If approved, the new Respectful Workplace policy will be reviewed annually since it is replacing the Harassment and Discrimination in the Workplace policy, among other policies, which must be reviewed annually as one of three TCDSB Occupational Health and Safety policies.

F. STAFF RECOMMENDATION

1. Staff recommend that the proposed Respectful Workplace policy (Appendix A) be approved and the Harassment and Discrimination in the Workplace policy (Appendix B), Conflict Resolution (Appendix C), and Complaint Against a Staff Person Policy (Appendix D) be rescinded.

APPENDIX A



POLICY NAME:	RESPECTFUL WORKPLACE
POLICY SECTION:	Human Resources
DATE APPROVED:	December 3, 2024
DATE OF NEXT REVIEW:	2025
DATES OF AMENDMENTS:	
RESPONSIBLE DEPARTMENT:	Human Resources

Policy:

This policy affirms the TCDSB's commitment to maintaining a positive, productive and respectful workplace in which employee concerns of workplace harassment are responded to fairly and efficiently, and employees are aware of their rights and responsibilities related to workplace harassment.

This policy is consistent with the TCDSB's obligations as an employer as set out in the *Occupational Health and Safety Act*.

This policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

This Policy applies to all TCDSB employees, workers and volunteers in the course of their employment/volunteer duties. Conduct that occurs in the workplace, at work-related functions, whether on or off TCDSB property and/or during or outside of work hours, is captured by this Policy.

This Policy does not apply to conduct that is alleged to be based on a prohibited ground in the Ontario *Human Rights Code* (the "Code"). Behaviours that are alleged to discriminate or harass based on *Code*-protected grounds are addressed by the *Code*.

The TCDSB Human Resources Department is responsible for the implementation of this Policy.

All staff are expected to abide by this Policy, the *Occupational Health and Safety Act*, and any other TCDSB policy.

This Policy should be read in conjunction with the Respectful Workplace Procedure.

Regulations:

This Policy aims to facilitate a respectful workplace, to promote awareness of rights and responsibilities under this Policy and to outline how the TCDSB responds appropriately to workplace harassment.

1. Maintaining a respectful workplace is a shared responsibility of the TCDSB and its employees.
2. Employees are responsible for treating each other with respect and dignity.
3. Behaviours that are found to constitute workplace harassment and/or workplace sexual harassment, as those behaviours are defined by this Policy, are unacceptable and a violation of TCDSB Policy.
4. Reasonable action taken by the TCDSB relating to the management and direction of the workplace is not workplace harassment. This includes performance management.
5. The TCDSB is responsible for ensuring that employees receive information and instruction about this Policy, and that employees are aware of their rights and responsibilities to maintain a respectful and harassment-free workplace.
6. Employees who believe they have been subject to workplace harassment as defined by this Policy may complaint pursuant to this Policy and its related Procedure.
7. A complaint of workplace harassment must be made within six months of the date of the last incident alleged to be workplace harassment. A complaint received beyond this six-month period will only be considered at the discretion of the TCDSB.
8. Complaints of workplace harassment will be treated as confidential to the extent possible. Information will be disclosed only on a need-to-know basis; for example, as necessary to conduct an investigation, take interim measures, impose corrective action and/or as required by law.
9. The TCDSB will respond to alleged or known incidents of workplace harassment in a timely and fair manner. The TCDSB's Human Resources Department is responsible for supporting TCDSB school administrators/department leads in addressing workplace harassment pursuant to the Respectful Workplace Procedure.

10. The TCDSB will not act on anonymous complaints, but retains the discretion to do so as it deems appropriate and necessary.
11. If a respondent is not an employee of the TCDSB, the TCDSB will take appropriate action in the circumstances to address allegations of workplace harassment.
12. Conduct that violates this Policy may be subject to corrective action, including discipline, that is appropriate in the circumstances.
13. Reprisal or threat of reprisal against anyone for exercising a right or responsibility under this Policy is a violation of this Policy.
14. It is a violation of this Policy to make a complaint in bad faith, to interfere in an investigation and to breach confidentiality.
15. This Policy does not limit other statutory or collectively bargained rights.

Cross References:

Occupational Health and Safety Act, R.S.O. 1990, c. O.1
Code of Conduct (S.S.09)

Definitions:

“Workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. For the purposes of this Policy (and based on the Occupational Health and Safety Act), workplace sexual harassment is included in behaviour that is considered workplace harassment under this Policy.

“Workplace sexual harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. Workplace sexual harassment includes making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Evaluation and Metrics:

1. This policy will be reviewed annually.



POLICY SECTION: Human Resources

SUB-SECTION: Miscellaneous

POLICY NAME: Harassment and Discrimination

POLICY NO: H.M. 14

Date Approved: May 2, 2007	Date of Next Review: Annually	Dates of Amendment: April 23, 2015 August 25, 2016- Board October 27, 2022
<p>Cross Reference: <i>Education Act, Sections 301-303</i> <i>Ontario College of Teachers Act</i> <i>Occupational Health and Safety Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Human Rights Code</i> H.M. 19 Conflict Resolution H.M. 24 Catholic Equity and Inclusive Education Policy H.M.30 Complaint Against a Staff Member <i>H.M. 28 Sexual Harassment (consolidated herein)</i> S.S. 09 Code of Conduct Policy Police School Board Protocol Appendix A: The Respectful Workplace- Guidelines Addressing Workplace Harassment and Discrimination (2016)</p>		

Purpose:

This Policy commits the TCDSB to providing an environment that promotes professionalism and ethical behaviour consistent with its Code of Conduct. The policy affirms the Catholic teachings that all human beings share a common dignity and deserve to be treated with the respect and consideration worthy of followers of Christ. It therefore, requires all persons to exercise behaviour that facilitates the creation of an environment that is conducive to the achievement of excellence and the development of one's potential.



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

Scope and Responsibility:

This Policy extends to all Board employees, contract employees, parents, students, volunteers and Trustees who are employed by or perform functions for the Toronto Catholic District School Board and recognizes that similarly, each of these groups has the right of freedom from harassment and discrimination in the workplace. The Director of Education, supported by the Human Resources department, is responsible for this policy.

Alignment with MYSP:

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness

Equity – Growing in Knowledge with Justice

Apply Catholic Social Justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression

Well-Being – Growing in Knowledge with Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and well-being

Policy

The Toronto Catholic District School Board is committed to ensuring harassment and discrimination as defined by legislation and within this policy will not be tolerated by the Board. In keeping with its values and legal responsibilities as an



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

employer, the Board will treat any complaint of harassment, sexual harassment and discrimination as a serious matter. Investigation of any complaint will be completed in a way that is objective, free from conflict of interest or power-based bias.

Regulations:

1. The TCDSB document, The Respectful Workplace: Guidelines Addressing Harassment and Discrimination, 2016, will govern the operational procedures and set out the program with respect to workplace harassment and discrimination in the workplace.
2. A complaint may be initiated by an individual who believes that he/she has been harassed or by those who are covered by this policy who have witnessed directly or have reasonable grounds to suspect that harassment is occurring.
3. Any complaint must be filed within six (6) months following the incident(s) of harassment; however, the time limit may be extended at the discretion of the Board.
4. There shall be both a mediated process and a formal complaint resolution process available



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Harassment and Discrimination
POLICY NO: H.M. 14

5. To protect TCDSB stakeholders from harassment and/or discrimination, the TCDSB will ensure that:
 - a. An investigation is conducted into incidents and complaints of harassment/discrimination that is appropriate in the circumstances;
 - b. The TCDSB stakeholder who has allegedly experienced harassment/discrimination and the alleged harasser, if he or she is an employee of the TCDSB, will be informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation; and
 - c. The Respectful Workplace- Guidelines Addressing Workplace Harassment and Discrimination, the TCDSB's written program implementing this policy, will be reviewed as often as necessary, but at least annually, to ensure that it adequately implements the policy.
6. Individuals who engage in harassment/discrimination may be disciplined up to and including dismissal or issued letter of trespass.
7. Any determination arising from an investigation will be subject to an appeal process.
8. Complaints made in a frivolous or vexatious manner or in bad faith will be subject to a disciplinary process



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Harassment and Discrimination
POLICY NO: H.M. 14

9. All persons involved in a harassment/discrimination investigation shall maintain confidentiality to the fullest extent practicable and appropriate under the circumstances. Any breach of confidentiality is subject to appropriate disciplinary action.
10. Information obtained about an incident or complaint of harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.
11. All investigations will be conducted in a manner that ensures objectivity and as such, investigations may include the use of trained board personnel, such as staff from the Conflict Resolution Department, Administrators (in the cases involving parental harassment) and/or external consultants, as appropriate.
12. Records will be retained in keeping with the requirements of relevant legislation.
13. The Director of Education will develop and implement protocols and procedures that discourage harassment and ensure that suitable awareness and training is available to all those covered by the policy.



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

Definitions:

Discrimination

Unfair treatment because of race, sex, colour, ancestry, place of origin, ethnic origin, marital status, sexual orientation, age, disability, citizenship, family status, record of offences, religion (creed), gender identity or gender expression.

Harassment

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment;

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace Sexual Harassment

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Harassment and Discrimination
POLICY NO:	H.M. 14

Workplace

The workplace is any place where employees, contract employees, parents, students, volunteers and trustees and other users perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions are included within this policy.

Evaluation and Metrics:

1. There will be an annual review of with the Joint Occupational Health and Safety Committees comprised of employee and board representatives of this policy and related procedures with a report to the Board every year.
2. There will be an annual report to the Student Achievement committee on the statistics, number of complaints lodged by group and the status of complaints.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: CONFLICT RESOLUTION
POLICY NO: H.M. 19

Date Approved: November 13, 1997- Board	Date of Next Review: March 2023	Dates of Amendments: March 22, 2018
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Cross References:

Complaint Against a Staff Member policy (H.M.30)
 Harassment and Discrimination policy (H.M.14)
 Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns (A.33)

Appendix: Conflict Resolution Guidelines**Purpose:**

This policy sets out parameters for conflict resolution within the Toronto Catholic District School Board.

Scope and Responsibility:

This policy applies to all staff and members of the TCDSB community. The Director is responsible for this policy with the support of the Conflict Resolution Department.

Alignment with MYSP:

Living Our Catholic Values
 Strengthening Public Confidence
 Fostering Student Achievement and Well-Being
 Inspiring and Motivating Employees



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: CONFLICT RESOLUTION
POLICY NO: H.M. 19

Policy:

The Toronto Catholic District School Board is committed to and supports the settlement of conflict over matters under its jurisdiction in a manner consistent with the Multi-Year Strategic Plan.

Regulations:

1. In this policy, conflict pertains to issues, disagreements or disputes concerning the general operation of the school or the workplace, including a complaint against a staff member, or the administration and interpretation of Toronto Catholic District School Board (TCDSB) policies, but not to disputes with TCDSB policies and motions themselves.
2. The scope of the policy includes conflict which may occur:
 - a. between staff members;
 - b. between the staff and the TCDSB community, and
 - c. between different members of the TCDSB community.

Staff includes all persons working for the TCDSB. The TCDSB community includes trustees, parents/guardians, students 18 years of age or older and the Catholic School Parent Councils and their members.

The policy does not include conflict which may occur between students, or between staff and students where the student is under 18 years of age unless the parent/guardian is involved.

3. Approaches to the resolution of conflict should:
 - a. foster a climate of openness, tolerance and trust;
 - b. encourage a resolution which is early, informal and as close to the source of conflict as possible;



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
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- c. offer the services of a trained facilitator from an established TCDSB pool, i.e. third person assistance, if and when requested by the disputants, and
 - d. provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.
4. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others being able to share enough information to attempt to resolve the conflict.
5. Records will be retained in keeping with the requirements of the Board's records schedule and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

The Conflict Resolution Department provides an annual report to board providing conflict resolution data.



POLICY SECTION: Human Resources

SUB-SECTION: Miscellaneous

POLICY NAME: Complaint Against a Staff Member

POLICY NO: H.M. 30

Date Approved: November 6, 1995	Date of Next Review: November 2020	Dates of Amendments: November 3, 1997 November 19, 2015- Board
Cross References: Conflict Resolution, H.M.19 Harassment and Discrimination in the Workplace, H.M.14 Guidelines For Trustees, Parents, and Staff in Addressing School Related Concerns, A.33 Teaching Professions Act, Revised Statutes of Ontario, Chapter T.2, 1990		

Purpose:

This Policy commits the TCDSB to providing a positive work environment that promotes conflict resolution, professionalism and accountability.

Scope and Responsibility:

This Policy extends to all Toronto Catholic District School Board stakeholders including employees, contract employees, volunteers, parents, students and Trustees.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Complaint Against a Staff Member
POLICY NO:	H.M. 30

Financial Impact:

Minimal financial impact other than time and administrative resources allocated to resolving issues at the Board level.

Legal Impact:

If concerns are not addressed and resolved at the local level, issues may be escalated externally, including to the Ontario College of Teachers and the Ombudsman of Ontario.

Policy:

A complaint against a staff member will be dealt with in a just, timely manner that respects the dignity and rights of all parties involved.

Regulations:

1. Members of Board and administrative staff will make every reasonable effort to encourage and support resolution of the matter at the local level by the parties most directly involved in the matter. When dealing with conflict between staff and the TCDSB community or between different members of the TCDSB community, reference should be made to *Policy H.M.19, Conflict Resolution* for specific advice and procedures.
2. Responding to a complaint will be governed by the following principles and practices:



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

- a. Complainants have a right to have their complaint (i.e. expression of dissatisfaction or allegation) dealt with in an appropriate and timely manner.
- b. Anonymous complaints shall not be acted upon. If the complainant fails to or refuses to put his or her statements in writing, they will be advised that his or her identity and complaint will be made known to the individual if there is an expectation that the complaint be addressed. Anonymous complaints cannot be pursued unless they are related to safety that are reportable under the Workplace Violence Policy or the Child Abuse Reporting Policy.
- c. Efforts to address the complaint will be consistent with applicable provisions of Collective Agreements, legislation and policies.
- d. Where the complainant has dealt directly with the staff member and is not satisfied with the response or the manner in which the matter was addressed, the complainant or the staff member may ask the superordinate to assist with the resolution process.
- e. A staff member has a right to be informed, as soon as practicable (usually within three working days), of the nature and the specifics of a complaint. A staff member has a right to be aware of, and present at, a committee meeting of the Board where a complaint is to be heard, as well as other meetings involving the complainant and superordinates or trustees.
- f. The staff member, the complainant or the superordinate may choose to involve another party in addressing the complaint. Such a person may be a representative of one of the parties and/or someone with relevant knowledge or skills. Where any person involved is represented by a solicitor, the other persons involved will be advised so that they may obtain their own legal advice.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

- g. Consideration could be given, in appropriate cases, to involvement of a person trained in conflict mediation, where both parties agree to and will abide by a mediated solution.
 - h. The extent to which the complaint resolution process is documented in writing depends on the circumstances and the parties involved. Where there are requests to submit specific materials or responses in writing, board staff and the complainant are expected to respond to such requests to the extent that is reasonable and in the best interests of the parties.
 - i. Where there is more than one concern being addressed or where the issue is complex, the superordinate will, under normal circumstances, ask that the concerns be set out in writing and that the discussions focus on the contents of the submission.
 - j. Students may register a complaint against a staff member in a manner appropriate to the particular school and grade level or may ask their parent/guardian to do so. As an alternative, students who have attained the age of majority may follow the policies as outlined for parents/guardians and other ratepayers.
3. Where the complaint is also the focus of a grievance arbitration or under review by the Human Rights Tribunal, the process described herein may be modified.
4. Staff who are employed under a collective agreement may request that a representative of their union or association or other representative be present, where appropriate. Non-union staff may request the attendance of a representative of their choice.
5. As with any written record generated within the Board, the Municipal Freedom of Information and Protection of Privacy Act governs the creation, retention, disclosure, alteration, and destruction of any written material.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Complaint Against a Staff Member
POLICY NO: H.M. 30

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Complaints filed externally after the internal complaint and appeal process has been exhausted.

Respectful Workplace Procedure

1. Introduction

This Procedure accompanies the Respectful Workplace Policy [\[link to Policy\]](#).

A. Time Period for Complaints

Complaints of workplace harassment should be raised in a timely manner, and not more than six months after the date of the alleged incident. A complaint made beyond this six-month period will only be considered in exceptional circumstances, at the discretion of the TCDSB's Human Resources Department.

B. Complaints to Be in Writing and Submitted by the Complainant

All complaints of workplace harassment must be in writing and submitted through the Cority platform, found at [\[link to Cority platform\]](#).

The TCDSB will not act on anonymous complaints, but retains the discretion to do so as it deems appropriate and necessary.

If you are a teacher, please consult with your union regarding any professional obligations you may have under the *Teaching Profession Act*.

C. Informal and Formal Resolution Routes

Once a complaint of workplace harassment is received, the TCDSB's Human Resources Department will assess whether the complaint falls within the scope of the Workplace Harassment Policy.

Where the complaint does not fall within the scope of the Policy, it will not be dealt with and the complainant will be so informed.

Where the complaint falls within the scope of the Policy, the complainant will, normally, be encouraged to begin with the informal resolution route described below. The TCDSB encourages a resolution which is early and as close to the source of conflict as possible.

Complaints of workplace harassment will proceed to the formal resolution route at the discretion and decision of the TCDSB's Human Resources Department. The decision to proceed, or not proceed, to the formal resolution route will not be arbitrary, discriminatory, or made in bad faith.

If a respondent is not an employee of the TCDSB, the TCDSB will take appropriate action in the circumstances to address allegations of workplace harassment.

2. Informal Resolution Route

Where the complainant is comfortable doing so, the complainant should share their concerns directly with the respondent. The Human Resources Department or the complainant's direct supervisor will encourage the complainant to share their concerns directly with the respondent if appropriate.

Where the complainant is not comfortable initiating a discussion with the respondent about their concerns of workplace harassment, the complainant will be encouraged to notify their own direct supervisor about the concerns and conduct believed to be harassment.

The complainant's direct supervisor will work with the complainant to resolve the concerns informally. The complainant may rely on the supervisor, for example, to act as a go-between, i.e. sharing with the respondent the complainant's concerns, providing the respondent with an opportunity to respond, and working, as possible, to a fair resolution. The supervisor will advise the complainant of the respondent's response and assess whether resolution is possible. Where the informal resolution route resolves the concerns, the supervisor will document the agreed upon resolution and share it with the complainant and respondent.

3. Formal Resolution Route

A formal complaint of workplace harassment must be in writing and must be submitted online, on the TCDSB's Workplace Harassment Complaint Form found at [\[link to Cority platform\]](#).

All formal complaints must be signed by the complainant. Complaints made on behalf of others will not be accepted.

Submitting a formal complaint of workplace harassment does not guarantee that the formal complaint resolution route will be engaged. In all cases, the Human Resources Department will decide whether the formal complaint resolution process is appropriate.

A. Reporting Allegations of Workplace Harassment

Who to Report a Complaint To

Complaints of workplace harassment should be reported to the employee's (i.e. the complainant's) own direct supervisor. The supervisor will notify their next level of managerial authority and consult with the Human Resources Department to ensure that the complaint is dealt with in accordance with the Policy.

Where the employee's direct supervisor is the person alleged to be engaging in workplace harassment, the complaint should be reported to the TCDSB official at the next level of managerial authority. If the employee's direct supervisor and the next level of managerial authority are alleged to be engaging in workplace harassment, the complaint should be reported to the next level of managerial authority not involved in the alleged harassment.

What to Include in the Complaint Form

A complaint of workplace harassment should provide information about who, what, where, when and how workplace harassment has taken place. The following should be included:

- The name of the complainant
- The complainant's contact information, including email address and phone number
- The name of the respondent
- The job title, department and contact information of the respondent, if known
- The details of the alleged incident(s) of workplace harassment, including:
 - When and where the workplace harassment occurred
 - What behaviours are alleged to be harassing
 - A description of what happened
 - A description of any steps taken by the complainant following the alleged event
 - The names of any witnesses and their contact information, if known

B. Interim Measures, If Required

The TCDSB may take temporary interim measures in response to a complaint of workplace harassment pending any final determination regarding the complaint. Interim measures will be taken to protect the interests of all involved and may include the following:

- A temporary change to the reporting structure of the complainant, respondent or potential witnesses
- A temporary transfer or change to the schedule of a complainant, respondent or potential witness
- A temporary safety plan if required between the complainant, respondent and potential witnesses
- Placing a complainant or respondent on a temporary non-disciplinary paid leave of absence pending the results of an investigation

C. Investigating Allegations of Workplace Harassment

Assessment of Whether a Complaint is Within the Scope of the Policy

When a complaint of workplace harassment is made, the Human Resources Department will assess whether the complaint falls within the scope of the Respectful Workplace Policy.

Complaints that do not present a *prima facie* case of workplace harassment (i.e. even if the allegations in the complaint are taken to be true, workplace harassment will not have occurred) will not be investigated. The complainant shall be advised accordingly.

Complaints Made in Bad Faith

If it is determined that a complaint is vexatious or made in bad faith, the TCDSB's Human Resources Department retains the discretion to refuse to act on it, and it may also decide to take correction action (including discipline), as appropriate.

Investigation Appropriate in the Circumstances

Investigations of complaints of workplace harassment will be conducted at the discretion of the TCDSB's Human Resources Department. Typically, the investigator will meet with the complainant to collect the details of the complaint, and then meet with the respondent to obtain a response. The nature of the complaint, the name of the complainant (if known) and details regarding the allegations will be shared with the respondent. The complainant and respondent may be accompanied by a support person or union representative when meeting with the investigator. The investigator will consider all relevant evidence in an impartial, fair and thorough manner. The investigator will prepare a written report setting out the findings of credibility and fact, and whether workplace harassment has occurred. The investigator will provide the report to the TCDSB's Human Resources Department, and the Human Resources Department will notify the complainant and respondent of the outcome of the investigation.

During the investigation process, complainants and respondents do not have the right to be provided with the names of any witnesses.

Union Representation and Support Person

Complainants and respondents may request the attendance of a union representative or support person during meetings with the investigator. The union representative or support person cannot be a potential witness to any of the alleged incidents of workplace harassment.

The role of the union representative or support person is to support the complainant or respondent, and not to respond to questions on behalf of the complainant or respondent.

The union representative or support person must abide by the same confidentiality obligations that the parties must abide by.

Employees may also access the Employee and Family Assistance Program ("EFAP"). Information about the EFAP is available from the employee's direct supervisor.

D. Concluding Investigations of Workplace Harassment

Notification of the Outcome of the Investigation

At the conclusion of the investigation, the complainant and respondent, if they are TCDSB employees, will be notified in writing of the findings and whether corrective action will be taken.

Corrective Action for Substantiated Allegations of Workplace Harassment

For substantiated allegations of workplace harassment, the TCDSB may issue corrective action as appropriate in the circumstances. Corrective action may include, but is not limited to any of the following, for example:

- Training or education sessions
- Warnings – oral or written, depending on the circumstances
- Additional discipline as appropriate based on the circumstances, including suspensions without pay and termination of employment
- A transfer to a new work location

For employees who are members of a professional regulatory college, the TCDSB may also be required to make a report to the applicable college.

The TCDSB will take appropriate action in response to workplace harassment by non-employees.

4. Confidentiality

Information about complaints of workplace harassment will be kept confidential. Information will only be disclosed as necessary to take interim measures, conduct the investigation, take corrective action, or as required by law (for example, to police services, the Ministry of Labour, to a court or tribunal or pursuant to applicable legislation).

Complainants, respondents and witnesses are required to refrain from discussing anything about the investigation, including the fact that there is an investigation, with anyone in the workplace, with the exception of their support person or union representative.

5. Appeal Process

If the complainant or respondent is dissatisfied with the resolution, either individual may file a formal complaint with the Ontario Ministry of Labour, or a grievance pursuant to the terms of the applicable collective agreement.

6. Annual Review

This Procedure will be reviewed as often as necessary, but at least annually, to ensure that it implements the Respectful Workplace Policy.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO DECEMBER 3, 2024

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1.	Jan-2019 Governance and Policy	Fall 2024	Governance and Policy	<p>That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and</p> <p>That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document (SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion)</p>	Superintendent Fernandes/EGC Ceddia
2.	August 2020 Regular Board	Under review at By-Law Review Ad Hoc Committee	Governance and Policy	That the draft documents in Appendix A and Appendix B of the report be referred to the Governance Committee and Policy Committee and the By-Law Review Ad Hoc Committee for their consideration (Revision of Toronto Catholic District School Board (TCDSB) By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model)	EGC Ceddia
3.	June 2021 Corporate Services	February 2025	Governance and Policy	<p>WHEREAS: Notices of motions/motions and amendments are used to bring proposals for consideration by Trustees;</p> <p>WHEREAS: Notices of motions/motions and</p>	EGC Ceddia

			<p>amendments are submitted in writing;</p> <p>WHEREAS: Preamble clauses are whereas explanatory notes that precede the be it resolved clauses;</p> <p>WHEREAS: Using a preamble or whereas explanatory notes gives the mover to list the reasons for the resolution;</p> <p>WHEREAS: Preamble clauses (whereas) should support the resolved statement(s);</p> <p>WHEREAS: Comments made in the preamble should be factual and verifiable;</p> <p>WHEREAS: Preambles must be as specific as possible about the issue and demonstrate the relevance of the resolution;</p> <p>WHEREAS: Commentary in the whereas paragraphs exemplify why action should be taken;</p> <p>WHEREAS: The TCDSB recently adopted a revised Trustee Code of Conduct that states in part:</p> <p>Trustees have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation;</p> <p>WHEREAS: Trustees should be committed to performing their functions with integrity,</p>	
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			<p>impartiality and transparency;</p> <p>WHEREAS: Trustees shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Trustee or faction of the Board;</p> <p>WHEREAS: Trustees as leaders of the community, are held to a higher standard of behaviour and conduct;</p> <p>WHEREAS: Trustees shall not maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Trustees shall show respect for the professional capacities of the staff of the Board;</p> <p>WHEREAS: Trustees share a common basis and understanding for acceptable conduct of Trustees, in concert with and beyond the minimum standards of behaviour set out in the existing legislative framework;</p> <p>WHEREAS: Negative preambles should be avoided;</p> <p>WHEREAS: Members are not endorsing whereas comments when voting for a resolution; and</p> <p>WHEREAS: Negative motions or resolutions should not be considered.</p>	
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4.				<p>THEREFORE BE IT RESOLVED THAT: Trustees in presenting notices of motions, motions and amendments adopt the following principles effective immediately:</p> <p>a) preambles will be factual and verifiable;</p> <p>b) preambles will be as issue specific as possible;</p> <p>c) negative preambles to notices of motions, amendments and resolutions will be avoided;</p> <p>d) resolutions and preambles to notices of motions/motions or amendments will not maliciously or falsely impugn the professional or ethical reputation of staff or trustees; and</p> <p>e) resolutions and preambles to notices of motions/motions or amendments will respect the professional Board staff and trustees</p> <p>FURTHER BE IT RESOLVED THAT: The aforementioned be referred to the Governance and Policy Committee and to staff for necessary amendments to the present policies. (Consideration of Motion from Trustee Rizzo regarding Notice of Motions)</p>	
	June 2021 Regular Board	Connected to 5 & 7 – April 2025	Governance and Policy	<p>That the revised Terms of Reference for the 2SLGBTQ+ Advisory Committee (Appendix A of the report) be approved.</p> <p>Staff was directed to refer the matter of having consistency with respect of determining Terms of</p>	ECG Ceddia

5.				Reference before approval of Committee membership and meetings to the Governance and Policy Committee (Approval of 2SLGBTQ+ Advisory Committee Terms of Reference)	
	December 2021 Governance and Policy	Connected to 4 & 7 – April 2025	Governance and Policy	That the Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory/Ad Hoc Committees be referred back to staff to incorporate all the amendments and to provide a comprehensive policy on recruitment processes for all types of Board Committees involving community members including Advisory, Ad hoc and Statutory Committees (Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees)	EGC Ceddia
	October 2022 Governance and Policy	Fall 2024	Governance and Policy	That this Item be referred to the Sweatshop Free Committee for any input by February 2023. (Sweatshop Free Purchasing Policy F.P. 04 (Rescind)).	Superintendent Putnam
7.	February 2024 Regular Board	Connected to 4 & 5 – April 2025	Governance and Policy	Whereas: The Race Relations Committee was the earliest advisory Committee created more than two decades ago at the Toronto Catholic District School Board (TCDSB); Whereas: The Race Relations Committee was the foundation upon which all the TCDSB Advisory Committees have been built; Whereas: The Race Relations Committee is like the trunk of the tree from which all the Advisory Committees have grown and developed over time	EGC Ceddia

			<p>like branches on a tree;</p> <p>Whereas: TCDSB can be proud of the work each of the Advisory Committees perform;</p> <p>Whereas: In the context of our Catholic values, racism violates the fundamental dignity of the human person who is made in the image and likeness of God;</p> <p>Whereas: TCDSB has a Department devoted to Indigenous Education and Equity; adopted an Equity Plan and has several Advisory Committee representing Indigenous, African Canadian, 2SLGBTQ+, Filipino, Ukrainian and Spanish;</p> <p>Whereas: The Equity Action Plan (2023-2026) focuses on Indigenous Education, Anti-Black Racism and Support for LGBTQ+ community;</p> <p>Whereas: Duplication and limited resources should be averted;</p> <p>Whereas: The structure of the Advisory Committee engages members to share their lived experiences in order to inform system wide documents and strategies;</p> <p>Whereas: Black History Month is celebrated February 1st to 29th and honours the legacy of Black people in Canada and in our school communities; and</p>	
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			<p>Whereas: TCDSB has made significant strides in improving racial injustice it has not resulted in the eradication of either individual, or systemic racism. Some progress is not absolute progress.</p> <ol style="list-style-type: none"> 1. Be It Resolved That: The TCDSB continue to adopt a Zero-Tolerance Attitude Towards Racism and ensure everyone learns the Catholic language of inclusion; 2. Be It Further Resolved That: The Governance and Policy Committee review all Advisory Committees to address issues identified in this motion; 3. Be It Resolved That: The existing Advisory Committees should independently and regularly report to the Board so that trustees can develop policies needed to address all forms of systemic equity issues; 4. Be It Further Resolved That: The Special Board Advisory Committee on Race Relations be discontinued at this time in this form; 5. Further Be It Resolved That: The members of the Special Board Advisory Committee on Race Relations be thanked for their contribution and service to the TCDSB; and 6. Further Be It Resolved That: Special thanks be extended to the Trustees, community members and Staff of the Special Board Advisory 	
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8.				Committee on Race Relations for their passion and leadership on this file (Special Board Advisory Committee on Race Relations)	
	November 2024 Governance and Policy	January 2025	Governance and Policy	That the Eligible Complainant Protocol be referred to Staff for review in order to determine a process that will allow the Board to deal with it (Trustee Code of Conduct and Trustee Honorarium)	CCO Vlahos



The Toronto Catholic District School Board: Governance and Policy Priority List 2024-25

GAP Date	Policy or Procedure	Workplan	New/Revised Policy
September 3, 2024	Catholicity and School Support		✓
	Chaplaincy Program Policy		
	Good Neighbour		✓
	Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns		✓
	Proposed School Events Policy Blessing and Official Opening of Schools School Events Communications and Invitee Protocols Year-End Celebrations for Kindergarten Children		✓
	Proposed Respectful Workplace policy Harassment and Discrimination Conflict Resolution Complaint Against a Staff Member Workplace Violence Occupational Health and Safety	✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
October 1, 2024	Chaplaincy Program Policy		✓	
	Student/School Related Concerns (Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns)		✓	
	Combined (Split) Grade Classes for Elementary Schools Concussion Policy Cursive Writing Elementary French Programming School Excursions Student and Program Assessment Physical Activities Within the Physical and Health Education Programs	✓		
November 6, 2024	Trustees Code of Conduct Appendix A - TCDSB Code of Conduct Complaint Protocol Appendix B - Commentary on Trustee Code of Conduct Appendix C - Guide to Trustee Code of Conduct: Procedure for Complaints Trustee Honorarium		✓	
	COVID-19 Immunization Disclosure			
December 3, 2024	Proposed Respectful Workplace policy Harassment and Discrimination Conflict Resolution Complaint Against a Staff Member		✓	
	Occupational Health and Safety		✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
	Workplace Violence		✓	
	Concussion Policy		✓	
	School Excursions		✓	
January 7, 2025	Acceptance of Hospitality or Gifts Awards, Funds and Scholarships Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Credit and Purchase Cards Employee Expenses Effective Financial Management and Control of Operations Food and Beverage Sold in Schools Cafeterias - Secondary Schools Purchasing Policy Sweatshop-Free Purchasing Policy Credit Union		✓	
February 4, 2025	Guide Dogs/Service Dogs, and Service Animals for Students Mental Health and Well Being Prevalent Medical Conditions Special Education Programs and Services	✓		
March 4, 2025	Cursive Writing		✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
	Combined (Split) Grade Classes for Elementary Schools		✓	
	Elementary French Programming		✓	
	Physical Activities Within the Physical and Health Education Programs		✓	
	Student and Program Assessment		✓	
April 5, 2025	Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board		✓	
May 6, 2025	Guide Dogs/Service Dogs, and Service Animals for Students		✓	
	Mental Health and Well Being		✓	
	Prevalent Medical Conditions		✓	
	Special Education Programs and Services		✓	
June 3, 2025				

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
September 2025	Access to Students in Schools Dress Code for Pupils Fresh Start Victim's Rights Duty to Report, Duty to Support Opening and Closing Exercises Student Councils Suspension and Expulsion Policy	✓		
October 2025	Program Transportation Transportation Driver Education Programs Placement of Pupils	✓		
November 2025	Prayer in Schools Religious Accommodation Catholic Equity and Inclusive Education Policy Charter of Rights of the Family Student Pregnancy	✓		
December 2025				
January 2026				
February 2026				
March 2026				

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
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April 2026				
May 2026				
June 2026				